

***REQUEST FOR PROPOSAL***

**BREAST AND CERVICAL CANCER  
EARLY DETECTION PROGRAM**

**Office of Personal Health Services  
Mississippi State Department of Health  
570 E Woodrow Wilson  
Post Office Box 1700  
Jackson, Mississippi 39215-1700**

**Application Guidance**  
**Mississippi State Department of Health**  
**Request for Proposal**  
**Breast and Cervical Cancer Program**

**GENERAL GUIDANCE**

**I. APPLICATION AND REVIEW PROCESS**

This document provides general guidance for preparing applications to the Mississippi State Department of Health (MSDH) for the provision of Breast and Cervical Cancer Case Management activities that target minority women, 18-64 years old, who are medically underserved, uninsured or underinsured and who meet the income and eligibility guidelines. **These particular funds CANNOT be used for screening. These funds CAN ONLY be used for one to one counseling, tracking and follow-up. Case Management is a method of providing services whereby a professional Social Worker assesses the needs of the client and the client's family, when appropriate. The Case Manager arranges, coordinates, monitors, evaluates, and advocates on behalf of the client to meet specific identified need(s).** Anyone interested in contracting with the MSDH for the provision of Case Management services should contact the Mississippi Breast and Cervical Cancer Program (BCCP).

**1.1. Eligible Applicants**

Any public or private organizations or agencies, with 501(c) status, are eligible to apply for a grant. Grants will be awarded only to those organizations or agencies which can demonstrate the capability of providing continuity of Case Management services to minority women 18-65 years old, who are medically underserved, uninsured or underinsured who meet the income and eligibility criteria, and the legislative requirements as described in Section 1.3 below. Applicants must demonstrate collaboration with a contractual screening provider.

**1.2 Funding Objective**

The primary goal of the BCCP Case Manager is to optimize client functioning by providing quality services in the most efficient and effective manner. One objective of the BCCP is to provide breast and cervical screening services to minority women, 18-64 years old, who are medically underserved, uninsured or underinsured. Another objective is to create and promote the effective and humane operation of systems that provide resources and services to people. The final objective will be improving the scope and capacity of the delivery system.

**1.3 Legislative Priority**

Under the authority of Public Law 101-354 of the Breast and Cervical Cancer Mortality Prevention Act of 1990, the Mississippi State Department of Health will make funds available to qualified applicants to **implement** programs to **ENSURE** that clients access a screening program to prevent the premature deaths of women from breast and cervical cancers. The term “early detection” refers to an educational or motivational program which:

- (a) will implement programs to ensure that clients access the screening program. Community-based organizations (CBO’s) will be responsible for recruiting women into the program. They will **make appointments, track individual patients and provide follow-up services** for women enrolled in their programs. Also, they will **provide client counseling services when applicable** to patients enrolled in their program. If a CBO is not currently providing screening services, they **MUST** collaborate with a screening facility to refer patients, which must be documented.
- (b) MSDH staff will develop a tool to monitor and evaluate the effectiveness of the programs implemented. Each CBO will monitor each client and report how many women accessed the BCCP. Each client will be asked by the screening provider to whom they were referred how they were referred to the program, which will be documented. Each CBO will provide transportation or collaborate with MSDH staff to ensure that clients diagnosed with cancer receive the necessary treatment referrals and support services. Also, each CBO will submit an evaluation component with their proposal, which will demonstrate how funds have impacted the BCCP.

#### **1.4 Availability of Funds**

It is estimated that approximately \$150,000 will be available by the Office of Personal Health Services of MSDH to support contracts under this announcement. Contracts will not be renewable. Successful applicants will receive contractual awards up to \$25,000. Grants will be awarded for a period of six (6) months, beginning December 1, 2002 and ending June 30, 2003. MSDH staff will conduct on-site visits to successful applicants to conduct final negotiations of grant awards.

#### **1.5 Non-Federal Requirement (Matching Funds)**

Grantees must contribute matching funds in the amount of \$1 non-federal dollar for every \$3 of federal money, as required in Public Law 101-354. The non-federal match must be used solely for one or more of the activities required by the BCCP. The non-federal share of the project cost may be in-kind contributions, such as use of facility, equipment and services, with appropriate documentation. The same funds **CANNOT** be used to match another federal grant.

#### **1.6 Format Instructions**

The program narrative is to be no longer than 10 double-spaced typed pages. Margins should be 1 and ½ inches at the top and 1 inch at the bottom and both sides. Typeset must be no smaller than 12 characters per inch (cpi) and not reduced. Appendices are not included in the page limitation and should only be used to provide supporting documentation such as administrative charts, position descriptions, curricula and letters describing participation and support.

## **1.7 Submission Instructions**

Applicants are required to submit one complete, original, ink-signed application and six additional copies. All pages must be clearly numbered, be of standard size (8½ x 11 inches) and be printed on only one side. The deadline for receiving applications is **November 15, 2002. Applications received after the deadline will be returned to the applicant. The original and each copy of the application sent must not be stapled nor bound.**

## **II. APPLICATION COMPONENTS**

### **2.1 Cover Sheet**

This page should include the name, address, phone number and FAX number of the applicant organization. It should also list the target population(s), as described in Section 1, you propose to reach in addition to the geographical area targeted.

### **2.2 Cover Letter**

The letter must include the amount requested to support your project, a brief description of your project and must be on your agency's official letterhead stationery. The cover letter must be signed by the Program or Project Director.

### **2.3 Title Page**

This page should reflect the title of application, the name of the applicant program and the responsible official, Federal Identification Number (employer) and telephone number.

### **2.4 Abstract**

The abstract is a one page summary of the proposed project. The purpose of the abstract is to give the reviewers a concise overview. You must provide a summary of the intended project including at the top left corner, on separate lines, the agency name; the name, address and phone number of the contact person; the problem being addressed; goals and objectives; methodology and evaluation summary. The abstract should be typed and single-spaced. Format guidelines are as follows:

- Margins should be at least 1 inch at the top, bottom, right and left sides.

- Typeset must be no smaller than 10 characters and not reduced.
- Type section headings in all capital letters followed by a colon.  
Sections should be single-spaced with double-spacing between headings.

## **2.5 Table of Contents**

This page should identify the page number for each of the major application components.

## **2.6 Budget**

An operating budget and line item narrative justification for the budget period required. The budget should be consistent with the purpose, objectives and proposed strategies, activities and services of the project. The budget should not exceed 3 pages.

## **2.7 Narrative**

The narrative portion of the application should not exceed 10 pages and should include the following:

- |                        |  |
|------------------------|--|
| <b>A. Problem:</b>     | Describe problem(s) and address the needs in your community.   |
| <b>B. Goals:</b>       | State the broad purpose of the project. Goals may address specific program accomplishments for the upcoming year and specific anticipated outcomes. These goals must be specific to ensure screening, provide one to one counseling, tracking and follow-up. |
| <b>C. Objectives:</b>  | The objectives should have measurable targets or indicators of success. A realistic understanding of the problem should be demonstrated by establishing obtainable objectives. Objectives must be time-phased.   |
| <b>D. Methodology:</b> | Describe the methodology that will be used to accomplish each objective. This section will also describe who is responsible for what activities will occur and how it will be done.  |
| <b>E. Evaluation:</b>  | Program evaluation should include assessment of process and outcome. Outcome evaluation shows whether or not the program produced its intended effects. Your evaluation plan should be detailed and focused on your project.                                 |

## **2.8 Appendices**

## **A. Assurances**

On one page, the following assurances of compliance must be addressed on your agency's letterhead and signed:

- Commitment to provide timely, monthly reports.
- Documentation that the applicant is incorporated in the state or recognized by the Secretary of State as a private or public nonprofit corporation.
- Compliance with Drug-Free Workplace Act of 1988: Must certify that applicant organization's employees do not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
- Certification Regarding Lobbying: Applicant organization must certify it will not use and has not used any federal funds for payment of lobbying expenses; the applicant organization should disclose if it has used funds other than federal funds for lobbying purposes.
- Anti-discriminatory assurances: Include Title VI of the Civil Rights Act of 1964 (covers sex, race, ethnic origin and religion), Section 504 of the Rehabilitation Act of 1973 (disabled), Age Discrimination Act of 1975 (age), Title IX of the Educational Amendments of 1972 (access to programs regardless of sex, disabled status, etc.) and Omnibus Budget Reconciliation Act of 1981 (non-discrimination clauses in relation to the award of federal contracts).

## **B. Evaluation Instruments**

Instruments to be used, but, not limited to, include:

- Monthly reports to support provided time frame
- Site visits
- Client satisfaction surveys
- Community needs assessments

## **C. Memorandums of Agreement (MOA)**

Each MOA should be on agency letterhead specifying agency name, contact person address, phone number, the collaborative entity's support of the proposed project and a brief discussion of their roles and responsibilities relative to the implementation of the proposed project. **Please do not provide letters of support.**

### **III. APPLICATION REVIEW**

Applications submitted in response to this RFP will be reviewed by an interdisciplinary committee composed of appropriate MSDH staff. Criteria for review of applications will include:

#### **3.1 Review Elements**

- Applications are **strictly** for Case Management services for women who are medically underserved, uninsured, or underinsured and who meet program guidelines and eligibility.
- Applicants **MUST** have a referral source for breast and cervical cancers screening for individuals in need of follow up services. These funds **CANNOT** be used for screening.
- Applications should reflect applicants' ability to provide continuity of services either in-house or through referral sources.
- Program plan, goals and performance measures that are clearly defined, measurable and time-framed.
- Description of the process that will be used to encourage support from family and community involvement in efforts of linking resources and/or support groups.
- Activities must be consistent with one or more of the Legislative Priorities listed in the criterion for breast and cervical cancers education as defined in Section .3. In addition, assurances as outlined in Section 2.8 must be followed.

#### **3.2 Evaluation Criteria**

- **Program Narrative: 50 pts.** This section should include the relevance of the application. Program goals and objectives as it relates to the funding goals and objectives as stated in the MSDH Request For Proposal as well as the appropriateness and effectiveness of the method utilized in the implementation of the project.
- **Budget Analysis: 10 pts.** Reasonableness of the proposed line item budget

requested by MSDH, as well as the relevance of all line item costs to project goals and objectives.

- **Evaluation Plan: 15 pts.** The applicant's evaluation plan must demonstrate clarity, adequacy and program effectiveness by measuring the results and benefits through concise methodology.
- **Assurances of Compliance: 8 pts.** Evidence that all required assurances have been provided.
- **Appendices: 7 pts.** This criterion includes all supporting documents for the application.